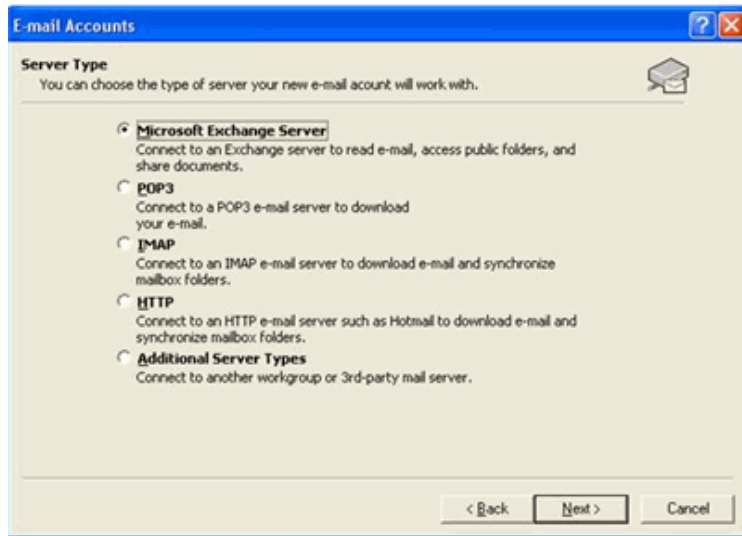


Configuring Outlook Client

OUTLOOK XP SETUP

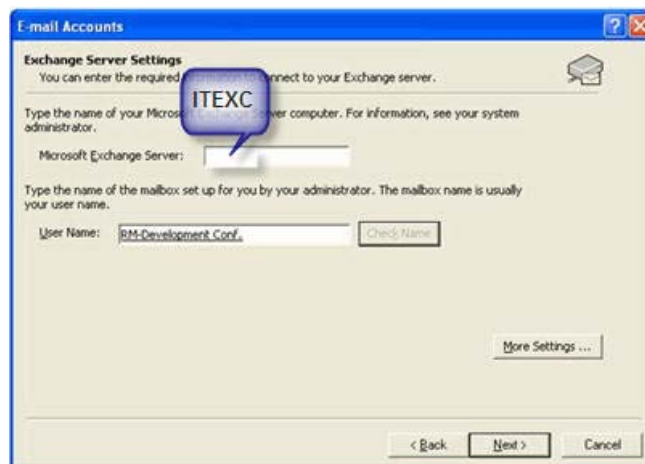
After clicking on the Microsoft Outlook Icon , select Microsoft Exchange Server and click next...



Enter **ITEXC** as the name of your Microsoft Exchange Server.....

Enter your username in the Username box and click the Check Names button.....It should highlight and underline the name.

Click Next...

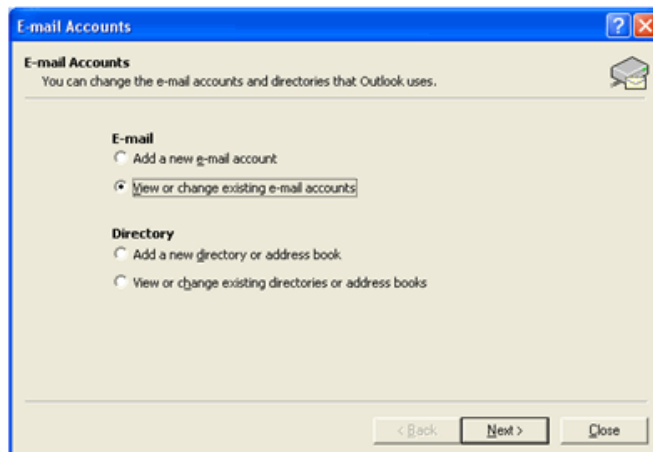


In most cases you are finished at this point.

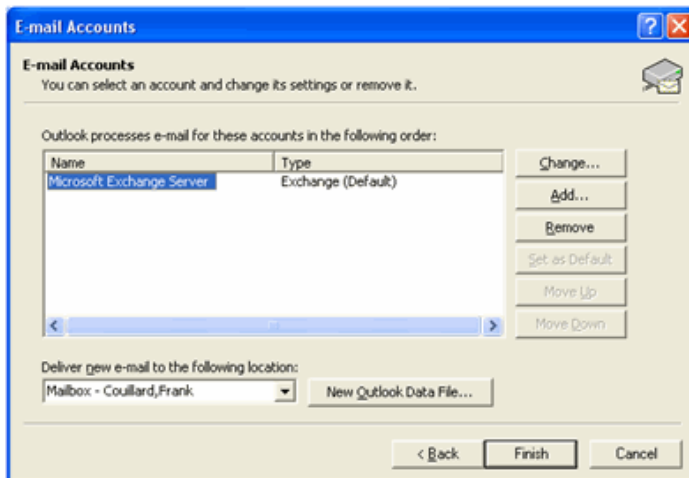
If you receive a message saying Email will be delivered to a personal Folder, The delivery location must be changed before you complete the setup. At the Mail Setup - Outlook window click E-mail Accounts.....



Select view or change existing accounts.....Click Next.....



In the lower right corner click the dropdown box under Deliver new e-mail to the following location and select Mailbox-(your name).



Click Finish and you are done.

